

**LIBRARY OF CONGRESS
NATIONAL AND INTERNATIONAL OUTREACH
101 INDEPENDENCE AVENUE, S. E.
WASHINGTON, D. C. 20540**

**NOTICE OF FUNDING AVAILABILITY
REQUEST FOR APPLICATIONS
DEVELOPMENT OF PRIMARY SOURCE-BASED TEACHER PROFESSIONAL
DEVELOPMENT/EDUCATION, CURRICULUM AND TRAINING PROVIDER PROGRAMS**

March 31, 2016

1. Introduction.

The Library of Congress announces the availability of funds to support three separate grant activities: the development of curriculum, teacher professional development/education programs, and a research-based training provider curriculum, all focusing on the effective use of digitized primary sources in K-12 classrooms.

1.1 Deadline for Submission of Application for Funding: May 20, 2016.

1.2 Grant Amount

The total combined funding available for all three grant activities is \$3,200,000. The maximum for any individual award is \$300,000 for a 12 month period. There is no minimum award amount. Individual funding levels will depend on the content and quality of applications, the degree to which the projects proposed is accessible by educators, the number of applications received, and availability of funding.

Cost sharing or matching is not required. Applicants may adopt a cost sharing or matching approach, but such arrangements will not impact the review criteria or evaluation of an application.

The Library of Congress, National and International Outreach, Educational Outreach division plans a single award cycle, resulting in multiple awards. The Library reserves the right to make a single award, to fund parts of applications, or to not make any awards at all. Issuance of this Notice of Funding Availability does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for any costs incurred in the preparation and submission of any application.

1.3 Grant Period

The grants will support activities for 12 months during fiscal year 2017, from October 01, 2016 through September 30, 2017.

The Library may make additional funds available to grantees in future years at the government's sole discretion, subject to grantee's satisfactory performance under the current award, and subject to the availability of funds. To be considered for potential additional funding beyond fiscal year 2017, applicants must additionally include program and administrative costs for fiscal year 2018 and fiscal year 2019 in the proposed budget and narrative outline at Appendix A.

2. Background

2.1 Authority: The "Library of Congress Digital Collections and Educational Curricula Act of 2005" (2 U.S.C. § 184) authorized the Librarian of Congress to administer a program to teach educators and librarians how to incorporate the digital collections of the Library of Congress into educational curricula.

This program is called “Teaching with Primary Sources” (TPS). The Librarian was further authorized to establish an educational consortium to support the program and to make funds appropriated available to consortium members, educational institutions and libraries. In P.L. 114-113, the Consolidated Appropriations Act, 2016, Division I - Legislative Branch Appropriations Act, Congress allocated funds for the TPS program. Under 2 U.S.C. § 136, the Librarian is authorized to enter into agreements to accomplish the mission of the Library.

2.2 Library of Congress: The Library of Congress is the nation’s oldest federal cultural institution and serves as the research arm of Congress. It is also the largest library in the world, with millions of books, recordings, photographs, maps and manuscripts. The Library’s mission is to make its resources available and useful to the Congress and the American people and to sustain and preserve a universal collection of knowledge and creativity for future generations.

PLEASE NOTE: The Library of Congress is not an Executive agency. This NOFA will not be posted on the Grants.gov site. Inclusion of the Notice of Funding Availability in the Catalog of Federal Domestic Assistance and D-U-N-S numbers is not required.

2.3 Library of Congress Teaching with Primary Sources Program: The Teaching with Primary Sources program is the Library of Congress’s premier educational outreach program for teachers. The goal of the program is to provide professional development for teachers focused on enhancing their ability to embed digitized primary sources from the Library of Congress into inquiry-based instruction that builds student literacy, critical thinking skills and content knowledge.

Since the 1990s, the Library of Congress has reached thousands of teachers through offerings at the Library, on our website, www.loc.gov/teachers, and onsite in communities nationwide.

The Teaching with Primary Sources program has four main goals:

1. Provide online and in-person primary source-based professional development programs nationwide.
2. Increase the ability of educators to design student-centered primary source-based learning experiences that use effective instructional practices.
3. Implement standards-based learning experiences that improve student ability to critically examine primary sources.
4. Build patronage of the Library’s digitized resources, which expands the community of educators dedicated to the improvement of education through the use of primary sources.

2.4 Educational Consortium

An educational consortium made up of institutional partners such as universities, school districts and educational foundations helps the Library disseminate the TPS program. Consortium members develop and implement professional development and create curricular resources focused on effective instructional use of the Library’s digitized primary sources. Professional development is ongoing and progressive to allow for K-12 educators to improve their ability to:

- Design primary source-based inquiry oriented learning experiences;
- Implement these experiences in the classroom;
- Evaluate these experiences and learning outcomes; and
- Share their expertise with educators nationwide.

Currently, there are 28 educational consortium members in 17 states. These partners offer educational and professional development opportunities for pre-service and in-service K-12 teachers, librarians and school media specialists that include workshops, seminars, online courses, graduate courses, and coaching.

The Educational Consortium values the following:

- Promoting use of primary sources to enhance student learning
- The primary role of the teacher in fostering student exploration, creativity and critical thinking
- Building mutually beneficial partnerships within the educational community
- Willingness to learn and share with others
- Collaboratively creating resources and building a body of knowledge about the effective practices for teaching with primary sources

2.5 Curriculum, Teacher Professional Development/Education, & Training Provider Programs

For nearly a decade, the TPS program has provided extensive professional development opportunities for educators and enabled the development and dissemination of teaching materials focused on using the Library's digitized primary sources. These funds will expand TPS and the Educational Consortium's efforts through effective teacher professional development/education approaches, curriculum and research culminating in effective teacher programs focused on the inquiry-based use of digitized primary sources in K-12 classroom instruction.

TPS Educational Consortium members believe that primary sources can play a transformative role in supporting student inquiry, building their content knowledge and honing their critical thinking and analysis skills. The Library of Congress intends to identify organizations that have a history of activities founded on the same fundamental beliefs about the value of primary sources in K-12 education. Successful applicants will become part of a community dedicated to increasing access to the Teaching with Primary Sources program through novel professional delivery approaches, curricular applicability and sound pedagogical methods founded on research and informed practice. They will exhibit a record of program design and delivery enhanced by collaboration and information sharing.

3. Scope

The Library of Congress seeks to identify organizations with a record of success in curriculum development, teacher professional development/education program delivery, and conducting research that focuses on the inquiry-based use of digitized primary sources in K-12 classrooms.

Specifically, the Library of Congress seeks to award three separate types of grants to support the following activities: 1) the development of curriculum that effectively utilizes Library of Congress digitized primary sources for use with K-12 students in specific content area; 2) the development and implementation of teacher professional development /education programs on the inquiry-based use of Library of Congress digitized primary sources in K-12 classrooms; and 3) the development of a research-based training provider curriculum.

3.1 Development of Curriculum in Specific Content Area(s)

a. Grant Requirements

- Develop, design and implement curriculum that effectively utilizes Library of Congress digitized primary sources for use with K-12 students in specific content area(s).
- Ensure projects developed under the grant are designed to reach a diverse spectrum of teachers (e.g., professional focus, student population, and geographic location).
- Ensure that curriculum is available in a variety of formats (e.g., face-to-face, online).
- Ensure that projects developed under the grant utilize and incorporate Library of Congress digitized primary sources
- Obtain all necessary permissions, releases and/or other clearances that must be acquired for use of any content to be included by grantee in grantee's curriculum and professional development programs. Such permissions, releases and/or other

clearances may pertain to, but are not limited to, copyright, right of publicity, right of privacy, defamation, or any other right whatsoever.

- Enter into an agreement with the Library and openly license to the public any new copyrightable materials created in whole, or in part, with these grant funds, and openly license to the public any copyrightable modifications made to pre-existing content using these grant funds. The license must be worldwide, non-exclusive, royalty-free, perpetual, and irrevocable, and must grant the public permission to access, reproduce, publicly perform, publicly display, adapt, distribute, and otherwise use, for any purposes, copyrightable intellectual property created with such funds, provided that the licensee gives attribution to the designated authors of the intellectual property. All computer software source code developed or created with these grant funds must be openly licensed under an intellectual property license that allows the public to freely use and build upon source code created or developed pursuant to this grant of funds. Grantee shall also provide the Library a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use all projects created under this grant for Federal purposes, and to authorize others to do so.
- Attendance at least two TPS Consortium meetings per year.
- Participate in the TPS Educational Consortium by sharing ideas, methods and information to enhance the development and dissemination of the national program, and provide access to networks and communities that can help broaden the reach and applicability of the TPS program.
- As a member of the Educational Consortium, participate in Consortium-wide TPS program design, testing, research and evaluation activities
- Participate in outreach activities to inform educators of the availability of professional development/education opportunities and materials resulting from these projects.
- Attend a TPS orientation and fundamentals program (The program is 40 hours. Grantees should be available to attend 24 hours in Washington, DC at the Library of Congress)
- Expertise in designing curriculum in specific content area(s) and the ability to lead other Consortium members in the creation, testing, revision and dissemination of well-regarded curriculum that combines the use of primary sources with accepted pedagogy and standards used to teach that topic(s)
- Test of curriculum created with targeted K-12 students and teachers
- Develop and implement a system of regular review of the curriculum by scholars/institutional partners, TPS Consortium members and staff, and appropriate levels of K-12 teachers and students

b. Deliverables: Recipients of an award shall deliver to the Library:

- A project development plan for the Library's approval, including ongoing status updates and regular review by Library staff;
- Curriculum for use with K-12 students in a specific content area, incorporating Library of Congress digitized primary sources, that: includes teacher resource materials, detailed procedures and guidance for implementation, and discipline-specific support for student literacy development; and aligns with appropriate and relevant content and disciplinary standards and frameworks, such as the Common Core State Standards, the Next Generation Science Standards, as outlined in the approved project development plan; and
- Quarterly quantitative and budget reports and semi-annual narrative reports.

3.2 The Development of Teacher Professional Development/ Education Programs

a. Grant Requirements.

- Develop, design and implement teacher professional development /education programs on the inquiry-based use of Library of Congress digitized primary sources in K-12 classrooms;
- Ensure projects developed under the grant are designed to reach a diverse spectrum of teachers (e.g., professional focus, student population, and geographic location).
- Ensure that professional development modules are available in a variety of formats (e.g., face-to-face, online).
- Ensure that projects developed under the grant utilize and incorporate Library of Congress digitized primary sources
- Obtain all necessary permissions, releases and/or other clearances that must be acquired for use of any content to be included by grantee in grantee's curriculum and professional development programs. Such permissions, releases and/or other clearances may pertain to, but are not limited to, copyright, right of publicity, right of privacy, defamation, or any other right whatsoever.
- Enter into an agreement with the Library and openly license to the public any new copyrightable materials created in whole, or in part, with these grant funds, and openly license to the public any copyrightable modifications made to pre-existing content using these grant funds. The license must be worldwide, non-exclusive, royalty-free, perpetual, and irrevocable, and must grant the public permission to access, reproduce, publicly perform, publicly display, adapt, distribute, and otherwise use, for any purposes, copyrightable intellectual property created with such funds, provided that the licensee gives attribution to the designated authors of the intellectual property. All computer software source code developed or created with these grant funds must be openly licensed under and intellectual property license that allows the public to freely use and build upon source code created or developed pursuant to this grant of funds. Grantee shall also provide the Library a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use all projects created under this grant for Federal purposes, and to authorize others to do so.
- Attendance at least two TPS Consortium meetings per year.
- Participate in the TPS Educational Consortium by sharing ideas, methods and information to enhance the development and dissemination of the national program, and provide access to networks and communities that can help broaden the reach and applicability of the TPS program.
- As a member of the Educational Consortium, participate in Consortium-wide TPS program design, testing, research and evaluation activities
- Participate in outreach activities to inform educators of the availability of professional development/education opportunities and materials resulting from these projects.
- Attend a TPS orientation and fundamentals program (The program is 40 hours. Grantees should be available to attend 24 hours in Washington, DC at the Library of Congress).
- Expertise in designing and delivering high quality professional development or teacher education programs related to the inquiry-based use of primary sources, and ability to lead other Consortium members in the implementation of these activities.

b. Deliverables: Recipients of an award shall deliver to the Library:

- A project development plan for the Library's approval, including ongoing status updates and regular review by Library staff;
- Teacher professional development/education workshops or courses and materials on the effective use of Library of Congress digitized primary sources in K-12 classroom as outlined in the approved project development plan;

- Teacher professional/education modules to disseminate among Consortium members and Library staff;
- Recommendations for planning, conducting, administering, evaluating and reporting on teacher professional development/education that conform to prevailing or newly-devised best practices; and
- Quarterly quantitative and budget reports and semi-annual narrative reports.

3.3 Research- Based Training Provider Programs

a. Grant Requirements

- Develop, design and implement research-based curricula for providers of teacher professional development/education activities;
- Develop, design and implement programs for training providers based on the inquiry-based use of Library of Congress digitized primary sources in K-12 classrooms;
- Ensure projects developed under the grant are designed to meet the needs of a diverse spectrum of teachers (e.g., professional focus, student population, and geographic location).
- Ensure that projects developed under the grant are available in a variety of formats (e.g., face-to-face, online).
- Ensure that projects developed under the grant utilize and incorporate Library of Congress digitized primary sources
- Obtain all necessary permissions, releases and/or other clearances that must be acquired for use of any content to be included by grantee in grantee's curriculum and professional development programs. Such permissions, releases and/or other clearances may pertain to, but are not limited to, copyright, right of publicity, right of privacy, defamation, or any other right whatsoever.
- Enter into an agreement with the Library and openly license to the public any new copyrightable materials created in whole, or in part, with these grant funds, and openly license to the public any copyrightable modifications made to pre-existing content using these grant funds. The license must be worldwide, non-exclusive, royalty-free, perpetual, and irrevocable, and must grant the public permission to access, reproduce, publicly perform, publicly display, adapt, distribute, and otherwise use, for any purposes, copyrightable intellectual property created with such funds, provided that the licensee gives attribution to the designated authors of the intellectual property. All computer software source code developed or created with these grant funds must be openly licensed under and intellectual property license that allows the public to freely use and build upon source code created or developed pursuant to this grant of funds. Grantee shall also provide the Library a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use all projects created under this grant for Federal purposes, and to authorize others to do so.
- Attendance at least two TPS Consortium meetings per year.
- Participate in the TPS Educational Consortium by sharing ideas, methods and information to enhance the development and dissemination of the national program, and provide access to networks and communities that can help broaden the reach and applicability of the TPS program.
- As a member of the Educational Consortium, participate in Consortium-wide TPS program design, testing, research and evaluation activities
- Participate in outreach activities to inform educators of the availability of professional development/education opportunities and materials resulting from these projects.
- Attend a TPS orientation and fundamentals program (The program is 40 hours. Grantees should be available to attend 24 hours in Washington, DC at the Library of Congress)
- Expertise in conducting educational research to inform the design and delivery of teacher professional development/ education and the ability to lead other Consortium members in their incorporation of research findings into program delivery and design.

b. Deliverables: Recipients of an award shall deliver to the Library:

- A project development plan for the Library's approval, including ongoing status updates and regular review by Library staff;
- Surveys and accompanying materials used to gather data related to primary resource-based teacher professional development/ educational necessary to develop a TPS training providers' curriculum;
- Coordination of research activities undertaken by Consortium members toward the development of a training provider curriculum;
- Between one and three investigations (with accompanying 3-10 page reports) into various aspects of K-12 classroom use of primary sources and teacher professional development/education focused on teaching with primary sources;
- A curriculum for professional development/education providers that incorporates findings from research conducted by the grantee; and
- Quarterly quantitative and budget reports and semi-annual narrative reports.

4. Eligible Applicants

Eligible applicants include: public or private organizations, both not-for profit and for-profit organizations and including institutions of higher education, colleges, universities, cultural institutions, other educational organizations, and collaborative partnerships (such as an organization with content expertise paired with a state or regional educational entity); States; public or private agencies, including for-profit agencies; and Indian tribes and tribal organizations.

An applicant may be disqualified if the applicant or any principal or employee has been subject to any legal proceeding involving fraud, criminal activity or has been subject to any legal proceeding involving fraud, criminal activity or has been subject to any Federal or state citation for a criminal activity. If so, an explanation must be provided.

System for Award Management (SAM). Each applicant must: (i) be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The Library may not make an award to an applicant until the applicant has complied with this requirement and, if an applicant has not fully complied with the requirement by the time the Library is ready to make an award, the Library may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

5. Application and Selection Process

The Library will award separate grants under each of the three grant areas. If your organization is interested in applying for more than one of the above-noted grants, you must submit a separate proposal for each category of grant desired. Successful organizations will enter into an agreement with the Library of Congress.

Interested parties must submit an application containing the following information:

- a) **Organizational description**, including resources and characteristics that would help you make a significant contribution to the Teaching with Primary Sources Educational Consortium.
- b) **Description of past activities** relevant to the grant activities for which you are applying.
- c) **Detailed description of the proposed project** for which you seek funding, supported by the applicant's organizational assets, expertise and active networks. Describe content focus; target audiences within the K-12 sphere; methodologies and formats; testing; the role of partners; and rationale for the approach proposed in your application.
- d) **Predicted impact** that your project will have on the educational communities that TPS serves.

- e) **Projected targets** that are relevant to the project you propose, including: projected number and types of teachers reached; number and type of teacher professional development/education workshops, courses and materials to be delivered, if your proposal is funded. Please include information about the strategies to be used to meet these targets and why you selected them.
- f) **Name**, address, telephone number, email address, and title of a contact person.

The main body of the proposal should be no longer than 15 double-spaced pages in 11 or 12-point font.

Proposals also should include four appendices:

1. Appendix A: Proposed budget and narrative, using the attached budget and narrative plan format provided, outlining and explaining both program and administrative costs. Indirect cost rates may not exceed 15%. (The Library of Congress does not adhere to the indirect cost rates negotiated by other federal agencies pursuant to OMB regulations. Indirect cost rates included in an applicant's proposed budget and narrative may not exceed 15%.) The Library may make additional funds available to grantees in future years at the government's sole discretion, subject to grantee's satisfactory performance under the current award, and subject to the availability of funds. To be considered for potential additional funding beyond fiscal year 2017, applicants must additionally include program and administrative costs for fiscal year 2018 and fiscal year 2019 in the proposed budget and narrative outline at Appendix A.
2. Appendix B: List and description of the role played in similar federal or state-funded projects
3. Appendix C: Names of project director and other key staff with half-page descriptions for each person who will work on the grant, if awarded.
4. Appendix D: Letters of support from senior staff of all organizations identified as partner organizations in the proposal that clearly articulate the nature of their collaboration under the grant proposed.

6. Review Criteria

Applications will be evaluated on the basis of: potential impact or value of the proposed product to the educational communities that TPS serves; programmatic and financial capability of the applicant; the applicant's experience, knowledge and contacts with the K-12 community; and the scope of the proposal's use of Library of Congress resources. Specifically, the Library will review applications for the following:

a. Impact

- Scope of the proposed project's impact on the educational communities that TPS serves
- Evidence that the results will be widely applicable and useful to the K-12 educational community
- Extent to which the project's benefits will continue beyond the grant period, either through ongoing institutional support of project activities or products, websites development of institutional expertise and capacity, working with members of the broader community to continue support for project activities or products, and/or through broad long-term access to project products
- Evidence that the project proposed addresses a recognized need in the K-12 community.

b. Programmatic and Financial Capability

- Applicant's expertise and experience in developing and delivering content similar to projects you propose to deliver under this grant (e.g., K-12 teacher professional development/education; developing and disseminating curriculum; or training provider programs).
- Expertise and skill of project personnel and appropriateness of the anticipated level and scope of the involvement of partnering organizations
- Evidence that methodology and design are appropriate to the scope of the projects proposed
- Evidence that the projects use existing or emerging standards or best practices.
- Evidence that the applicant will complete the project activities in the time allocated through the effective deployment and management of resources, including personnel, money, facilities, equipment, and supplies

- Evidence of the applicant's plans to keep the Library fully informed of project progress throughout the grant period and plans for any lessons-learned or additional plans to communicate project results.
- Evidence of sound financial management and submission of an appropriate and cost-efficient budget

c. Connection to Educational Community

- Extent to which an applicant has an established regional or national reputation in providing the types of materials you propose to produce under this grant.
- Extent of an applicant's use of K-12 networks, and participation in partnerships and collaboration relevant to your proposal.
- Extent to which the applicant demonstrates an ability and commitment to incorporate knowledge, materials and activities, developed during the grant period, into the organization's continuing work after funding has ended

d. Scope of the Proposal's Use of Library of Congress Resources

- Extent to which the proposed project incorporates primary sources from the online collections of the Library of Congress.
- Extent to which the proposed project incorporates other resources available online from the Library of Congress (including, but not limited to, essays, publications, bibliographies, subject guides, teacher materials, and resources from www.Congress.gov, chroniclingamerica.loc.gov, and www.wdl.org).

7. Submission Information

Applications for this grant should be submitted to:

Vivian Awumey
Library of Congress
101 Independence Ave. S. E., Washington, D.C. 20540-1300
email: vawu@loc.gov.

Applications are due on May 20, 2016. Applicants must submit:

- One (1) electronic copy of their proposal by email by 5:00 pm on May 20; **AND**
- Three (3) unbound hard copies of their proposal via mail, which must be post marked on or before May 20.

Due to delays caused by the Library's security procedures, we recommend using an express mail service operated by the US Postal Service or a private company, such as FedEx or DHL, to send hardcopies of proposals.

The Library of Congress will review the applications and may request additional information if necessary. The selection process is expected to take a minimum of sixty (60) days.

Questions regarding this Notice of Funding Availability should be submitted to:

George Daves
Grants Officer
Library of Congress
101 Independence Avenue, SE, Washington, DC 20540
Telephone: (202) 707-6975; email: gdav@loc.gov

8. Terms and Conditions

A. General. Unless otherwise specified herein, OMB guidance will be incorporated by reference into grant awards. The following authorities will be administered in accordance with standard deferral requirements for grant agreements, as interpreted by the Library: 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (formerly contained in OMB Circulars A-21, A-87, A-102, A-110, A-122, and A-133).

B. Access and Use. The Library expects applicants to make Library funded work products widely available and accessible through the use of open source software, use of non-restrictive licenses such as a Creative Commons license, and otherwise through implementation of strategies such as publishing in open-access journals or depositing works in institutional or discipline-based repositories. To the extent an applicant intends to assert ownership rights over the content produced, the application must explain the anticipated limitations and all associated restrictions on access and use.

C. Branding. Grantees shall not use the name “Library of Congress” or any abbreviation or subset of the name (such as “LC,” “LoC,” or “Teaching with Primary Sources”) to explicitly or implicitly endorse a product or service or materials in any publication, including online. Subject to the Library’s prior written approval over all aspects of the use and presentation of the Library’s name and logo, Grantees may use the name Library of Congress in connection with publication, distribution, packaging, publicity and promotion of the grant project or products produced as a result of a grant agreement. In addition, Grantees will acknowledge the collaboration with the Library by including a credit line in or on projects created under the terms of a grant agreement with the Library that reads “The [title of program/project] has been made possible in part by a grant from the Library of Congress.”

D. Certifications. Applicant institutions must certify that their programs operate in compliance with the requirements of federal statutes and their implementing regulations as described below. Grantees are also required to obtain an executed certification of compliance with these statutes from all institutions that are subrecipients under a grant. By signing the application form, the authorized representative, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related Library regulations.

i. **Nondiscrimination.** Grants are subject to the provisions of: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86 *et seq.*), which prohibits discrimination on the basis of sex in education programs; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability; the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*); the requirements of any other nondiscrimination statutes that may apply to the application and implementing regulations.

ii. **Lobbying Activities.** 31 U.S.C. § 1352 prohibits recipients of federal contracts, grants, loans or cooperative agreements from using appropriated funds to influence the executive or legislative branches of the federal government in connection with a specific contract, grant, cooperative agreement, loan, or any other award covered by § 1352. 18 U.S.C. § 1913 makes it a crime to use funds appropriated by Congress to influence members of Congress regarding congressional legislation or appropriations.

iii. **Drug-Free Workplace.** The Drug-Free Workplace Act of 1988, 41 U.S.C. § 8103, requires grantees to have an on-going drug-free awareness program; to publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace; to maintain evidence that this statement was given to each employee engaged in the performance of the grant; and to identify in the funding proposal or to keep on file in its office the place(s) where grant activities will be carried out.

iv. **Debarment and Suspension.** Applicant institutions or their principals must not be presently debarred or suspended or otherwise excluded from or ineligible to participate in federal assistance programs. An applicant or grantee shall provide immediate written notice to the Library's Grants Officer if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Grantees shall not make or permit any subgrant or contract to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs. Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs.

v. **Trafficking in Persons.** Applicant institutions are prohibited from engaging in various forms of exploitation or trafficking in persons and certify, as a condition of an award, that the applicant will comply with the trafficking in persons requirements that are set out in 2 C.F.R. § 175.15, Award Term.

vi. **Record Retention.** Grantees shall retain all records relating to a grant award for a period of three years following the completion of any grant-related projects.

Appendix A- Budget
Teaching with Primary Sources
<Organization Name>

Financial Contact: <name, telephone, email>

	FY2017 10/1/16-9/30/17	FY2018* 10/1/17-9/30/18	FY2019* 10/1/18-9/30/19	Total Budget
Administrative Costs				
Personnel				
a. Project Director				-
b. Professional/Technical Staff				-
c. Administrative Support Staff				-
d. Other (add more rows, if necessary)				
Subtotal Personnel	\$	\$	\$	\$ -
Fringe Benefits				
e. Project Director				-
f. Professional/ Technical Staff				-
g. Administrative Support Staff				-
h. Other (add more rows, if necessary)				
Subtotal Fringe Benefits	\$	\$	\$	\$ -
Non-personnel				
i. Telecommunications				-
j. Equipment				-
k. Supplies				-
l. Facilities				-
m. Travel				-
n. Conference/TPS Orientation				-
o. Other (add more rows, if necessary)				-
Subtotal Non-personnel	\$	\$	\$	\$ -
Total Administrative Costs	\$	\$	\$	\$ -
Program Costs				
Personnel				
p. Project Director				-
q. Professional/Technical				-
r. Administrative Support				-
s. Other (add more rows, if necessary)				
Subtotal Personnel	\$	\$	\$	\$ -
Fringe Benefits				
t. Project Director				-
u. Professional/ Technical Staff				-
v. Administrative Support Staff				-
w. Other (add more rows, if necessary)				
Subtotal Fringe	\$	\$	\$	\$ -

Non-Personnel

x. Instructors				-
y. Materials				-
z. Equipment				-
aa. Facilities				-
bb. Travel				-
cc. Other (add more row, if necessary)				-

Subtotal Non-personnel	\$	\$	\$	\$	-
Total Program Costs	\$	\$	\$	\$	-

Grand Totals	\$	\$	\$	\$
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*The Library may make additional funds available to grantees in future years at the government's sole discretion, subject to grantee's satisfactory performance under the current award, and subject to the availability of funds. To be considered for potential additional funding beyond fiscal year 2017, applicants must additionally include program and administrative costs for fiscal year 2018 and fiscal year 2019 in the proposed budget and narrative outline at Appendix A.

Budget Plan Narrative
Teaching with Primary Sources
<Organization Name>

The Library of Congress, Office of Grants Management, and Educational Outreach require that applicants provide a budget plan narrative with *detailed* explanations of all amounts proposed under each budget line item.

Administrative Costs

Personnel

- **Project Director -**
- **Professional/Technical Staff –**
- **Administrative Support Staff –**
- **Other –**

Fringe Benefits

- **Project Director –**
- **Professional/ Technical Staff –**
- **Administrative Support Staff–**
- **Other–**

Non-personnel

- **Communications –**
- **Equipment–**
- **Supplies–**
- **Facilities–**
- **Travel -**
- **Conference Attendance –**
- **Other -**

Program Costs

Personnel

- **Project Director–**
- **Professional/ Technical Staff –**
- **Administrative Support –**
- **Other –**

Fringe Benefits

- Project Director –
- Professional/Technical Staff –
- Administrative Support Staff–
- Other–

Non-Personnel

- Instructors -
- Materials –
- Equipment –
- Facilities –
- Travel –
- Other –